

HOD/Asst. REG/Jnt. REG/REG/Pro-VC/VC

1. Login Screen

The screenshot shows the login interface of the Leave Management Portal. At the top left is the Jadavpur University logo and name in Bengali and English. At the top right is the text "Leave Management Portal". The main content area features a red login box with the following fields and buttons:

- Login** (Section Header)
- Username:**
- Password:**
- Log in** (Yellow button)

At the bottom of the page, there is a footer with the text: "Copyright © 2018 Leave Management Portal | All rights reserved" and "Designed & Developed by Data-Core".

Enter **username** and **password** to login to the portal and click “**Login**” button.

2. Dashboard


The screenshot shows the user dashboard for the Leave Management Portal. At the top left is the Jadavpur University logo and name. At the top right is the text "Leave Management Portal". Below the header, there is a breadcrumb trail: "Home » User Dashboard".

The main content area displays a welcome message: "Welcome Amlan Sen to your dashboard!". Below this, there are five yellow buttons with red icons and text:

- Check Application Status** (Icon: Refresh)
- Application Workflow** (Icon: Flowchart)
- Query - Reply Section** (Icon: Reply)
- Change Password** (Icon: Lock)
- Log out** (Icon: Logout)

At the bottom of the page, there is a footer with the text: "Copyright © 2018 Leave Management Portal | All rights reserved" and "Designed & Developed by Data-Core".

3. Check Application Status



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JADAVPUR UNIVERSITY

Leave Management Portal

Home » Application Status

Application Status

Serial No.	Applicant's Name	Application No.	Leave Type	Applied From	Applied To	Applied Days	Action
1	Tanmay Maity	JUL00046	EL	8 August,2018	16 August,2018	9	View Edit Action
2	Madhulisa Banik	JUL00044	EL	24 July,2018	25 July,2018	2	View Edit Action
3	Tanmay Maity	JUL00042	EL	16 March,2018	23 March,2018	8	View Edit Action
4	Madhulisa Banik	JUL00040	EL	2 March,2018	5 March,2018	4	View Edit Action
5	Tanmay Maity	JUL00037	EL	26 February,2018	28 February,2018	3	View Edit Action
6	Tanmay Maity	JUL00036	EL	7 February,2018	13 February,2018	7	View Edit Action
7	Tanmay Maity	JUL00033	CL	13 March,2017	14 March,2017	2	View Edit Action
8	Madhulisa Banik	JUL00028	CL	22 February,2017	25 February,2017	4	View Edit Action
9	Madhulisa Banik	JUL00026	CL	28 February,2017	28 February,2017	1	View Edit Action
10	Madhulisa Banik	JUL00025	CL	1 February,2017	1 February,2017	1	View Edit Action
11	Madhulisa Banik	JUL00024	CL	16 February,2017	16 February,2017	1	View Edit Action
12	Madhulisa Banik	JUL00022	CL	17 February,2017	20 February,2017	3	View Edit Action
13	zzz	JUL00013	EL	1 March,2017	29 March,2017	25	View Edit Action
14	Tanmay Maity	JUL00011	EL	1 March,2017	30 March,2017	26	View Edit Action
15	Tanmay Maity	JUL00010	Special CL	20 February,2017	28 February,2017	8	View Edit Action

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Check the new or pending applications from here and take necessary action (View/Edit/Forward/Reject).

Applications will be removed from the list once action has been taken.

4. View Application Details

The screenshot displays the 'View Application' page on the JADAVPUR UNIVERSITY Leave Management Portal. The page header includes the university logo and name in Bengali and English, and the portal title 'Leave Management Portal'. A breadcrumb trail shows 'Home » View Application'. The main content is titled 'View Application' and is divided into two columns. The left column, 'Details of Leave Application', lists: Name of the Applicant: Tanmay Maity; Role: Teaching Male; Nature of leave desired: EL; From: 08/08/2018; To: 16/08/2018; Reason(s) for leave applied: house repairing. A red 'Back' button is located below the reason. The right column, 'Current leave details of Tanmay Maity', lists: CL: 0; EL: 30; SL: 1; Special CL: 30; Study Leave: 730; Quarantine Leave: 30; Leave on duty: 30; Extra Ordinary Leave: 730; Paternity Leave: 30.

Home » View Application

View Application

Details of Leave Application

Name of the Applicant: Tanmay Maity

Role: Teaching Male

Nature of leave desired: EL

From: 08/08/2018

To: 16/08/2018

Reason(s) for leave applied: house repairing

[Back](#)

Current leave details of Tanmay Maity

CL: 0

EL: 30

SL: 1

Special CL: 30

Study Leave: 730

Quarantine Leave: 30


Leave on duty: 30

Extra Ordinary Leave: 730

Paternity Leave: 30

Click on the “**View**” link, associated with each application, to view the details of any applied leave. However, the **remaining leave** details of the applicant are shown here along with the application.

5. Edit Applicant's Leave Details



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JADAVPUR UNIVERSITY

Leave Management Portal

Home » Edit Application

Edit Application

Edit the Details of Leave Application

Name of the Applicant (in full): * Tanmay Maity

Role: * Teaching Male

Nature of leave desired: * EL

From: * 08/08/2018

To: * 16/08/2018

Reason(s) for leave applied: * house repairing

Submit Back

Current leave details of Tanmay Maity

CL: 0
EL: 30
SL: 1
Special CL: 30
Study Leave: 730
Quarantine Leave: 30
Leave on duty: 30
Extra Ordinary Leave: 730
Paternity Leave: 30

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Change the date range (From/To or both) to edit any leave application.

Note: Only the **“From”** and/or **“To”** date can be changed from **“Edit”** option. Other details will remain same and unchanged.

6. Take Action (Forward or Reject)

The screenshot displays the Leave Management Portal interface. At the top left is the JADAVPUR UNIVERSITY logo and name. At the top right is the text "Leave Management Portal". Below the header, there is a breadcrumb "Home » Application Status". The main content area is titled "Application Status" and contains a table with columns: "Serial No.", "Applicant's Name", "Applied Days", and "Action". A modal window is open in the center, titled "Action:", with a dropdown menu showing "Forward" and a red "Submit" button. The table data is as follows:


Serial No.	Applicant's Name	Applied Days	Action
1	Tanmay Maity	9	View Edit Action
2	Madhulisa Bank	2	View Edit Action
3	Tanmay Maity	8	View Edit Action
4	Madhulisa Bank	4	View Edit Action
5	Tanmay Maity	3	View Edit Action
6	Tanmay Maity	7	View Edit Action
7	Tanmay Maity	2	View Edit Action
8	Madhulisa Bank	4	View Edit Action
9	Madhulisa Bank	1	View Edit Action
10	Madhulisa Bank	1	View Edit Action

Choose option from drop down to either **“Forward”** or **“Reject”** any application.

Rejection of any application requires **“Comments”**, which is mandatory to perform this action.

Note: There is another option **“Query”**, which will be available in **“Action”** link from the level of **“Personal Section”** onwards. HOD will not get this option.

7. Application Workflow



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JADAVPUR UNIVERSITY

Leave Management Portal

Home » Application Workflow

Track Application Status

Serial No.	Applicant's Name	Leave Type	Application Status	Approver's Name	Approver's Role	Action
1	Tanmay Maity	SL	Approved by PRO-VC	Pro Vice Chancellor	Pro Vc	Track Application Edit
2	Tanmay Maity	CL	Approved by VC	Dr. Suranjan Das	Vc	Track Application Edit
3	Tanmay Maity	EL	Approved by PRO-VC	Prof. Ashish Swarup Verma	Pro Vc	Track Application Edit
4	Indrajit Basu	Paternity Leave	Approved by Assistant Registrar	Dr. Kaniska Sarkar	Assistant Registrar	Track Application Edit
5	Indrajit Basu	Paternity Leave	Rejected by Assistant Registrar	Dr. Kaniska Sarkar	Assistant Registrar	Track Application Edit
6	Tanmay Maity	EL	Approved by VC	Dr. Suranjan Das	Vc	Track Application Edit
7	Madhulisa Banik	CL	Rejected by HOD	Amlan Sen	Hod/Director/Dean/Officer	Track Application Edit
8	Madhulisa Banik	CL	Approved by PRO-VC	Prof. Ashish Swarup Verma	Pro Vc	Track Application Edit
9	Madhulisa Banik	CL	Approved by PRO-VC	Prof. Ashish Swarup Verma	Pro Vc	Track Application Edit
10	Madhulisa Banik	CL	Approved by PRO-VC	Prof. Ashish Swarup Verma	Pro Vc	Track Application Edit
11	zzz	CL	Approved by Assistant Registrar	Dr. Kaniska Sarkar	Assistant Registrar	Track Application Edit
12	zzz	CL	Approved by Assistant Registrar	Dr. Kaniska Sarkar	Assistant Registrar	Track Application Edit
13	zzz	Maternity Leave	Rejected by Assistant Registrar	Dr. Kaniska Sarkar	Assistant Registrar	Track Application Edit
14	Madhulisa Banik	CHCL	Approved by VC	Dr. Suranjan Das	Vc	Track Application Edit
15	Rohan Roy	Leave on duty	Rejected by HOD	Apurba Das	Hod/Director/Dean/Officer	Track Application Edit

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Above option will show the list of applications that are already processed and final approval has been taken.

You can track applications from here after final approval or rejection of any leave application.

8. Track any Application

[Home](#) » [Check Workflow Details](#)

View Application

Details of Leave Application

Name of the Applicant: Tanmay Maity
Role: Teaching Male
Nature of leave desired: SL
From: 23/08/2018
To: 31/08/2018
Reason(s) for leave applied: illness
Look after person: Amlan Sen

Application Status

Serial No.	Application Id	Application Status	Approver's Name	Approver's Role	Remarks	Action Taken
1	JUL00047	Approved by PRO-VC	Pro Vice Chancellor	Pro Vc		25 July,2018
2	JUL00047	Pending for PRO-VC	Joint Registrar	Joint Registrar		25 July,2018
3	JUL00047	Pending for Joint Registrar	Testing	Personnel Section		25 July,2018
4	JUL00047	Pending for Personnel Section	Amlan Sen	Hod/Director/Dean/Officer		25 July,2018

Query - Reply Section

Serial No.	Query	Queried By	Reply	Replied By
No Data.				

Modification Details

Actual Span	Modified Span	Modified By	Role	Modified At
No Data.				

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You can view the approval flow of any application from **“Track Application”**. The details of action taken for an application, or any query-reply made on it, or whether any application has been modified or not, can be easily found here.

9. Edit Application After Final Approval

The screenshot displays the 'Edit Application' interface on the JADAVPUR UNIVERSITY Leave Management Portal. The page header includes the university logo and name in Bengali and English, and the portal title 'Leave Management Portal'. The breadcrumb trail is 'Home > Edit Track Applications'. The main heading is 'Edit Application'. The form is titled 'Edit the Details of Leave Application' and contains the following fields:

- Name of the Applicant (in full): * Tanmay Maity
- Role: * Teaching Male
- Nature of leave desired: * SL
- From: * 23/08/2018
- To: * 31/08/2018
- Reason(s) for leave applied: * illness
- Look after person: * Amlan Sen

At the bottom of the form are 'Submit' and 'Back' buttons. To the right, a sidebar titled 'Current leave details of Tanmay Maity' lists the following leave balances:

- CL: 0
- EL: 30
- SL: 1
- Special CL: 30
- Study Leave: 730
- Quarantine Leave: 30
- Leave on duty: 30
- Extra Ordinary Leave: 730
- Paternity Leave: 30

The footer contains the copyright notice 'Copyright © 2018 Leave Management Portal | All rights reserved' and the developer information 'Designed & Developed by Data-Core'.

This section is very important for those applications that have made any mistake while applying the leave. If any applicant mistakenly submitted any wrong date range, then this problem can be addressed from here.

Note: This is only available after final approval or rejection of any leave.

Also note that: Only the **“From”** and/or **“To”** date can be changed from **“Edit”** option. Other details will remain same and unchanged.

10. Query – Reply Section

The screenshot shows the 'Query - Reply Section' of the JADAVPUR UNIVERSITY Leave Management Portal. The header includes the university logo and name in Bengali and English, and the text 'Leave Management Portal'. Below the header, there is a breadcrumb trail 'Home » Query - Reply' and the section title 'Query - Reply Section'. A table with four columns is displayed: 'Serial No.', 'Application Number', 'Applicant's Name', and 'Action'. The first row contains the values '1', 'JUL00017', 'Madhulisa Banik', and 'View'. The 'View' link is circled in red. Below the table is a red 'Back' button.

Serial No.	Application Number	Applicant's Name	Action
1	JUL00017	Madhulisa Banik	View

[Back](#)

This section shows “**Query** or **Reply**” if there exists any, regarding any leave application. This list becomes empty when all Queries and Replies are responded.

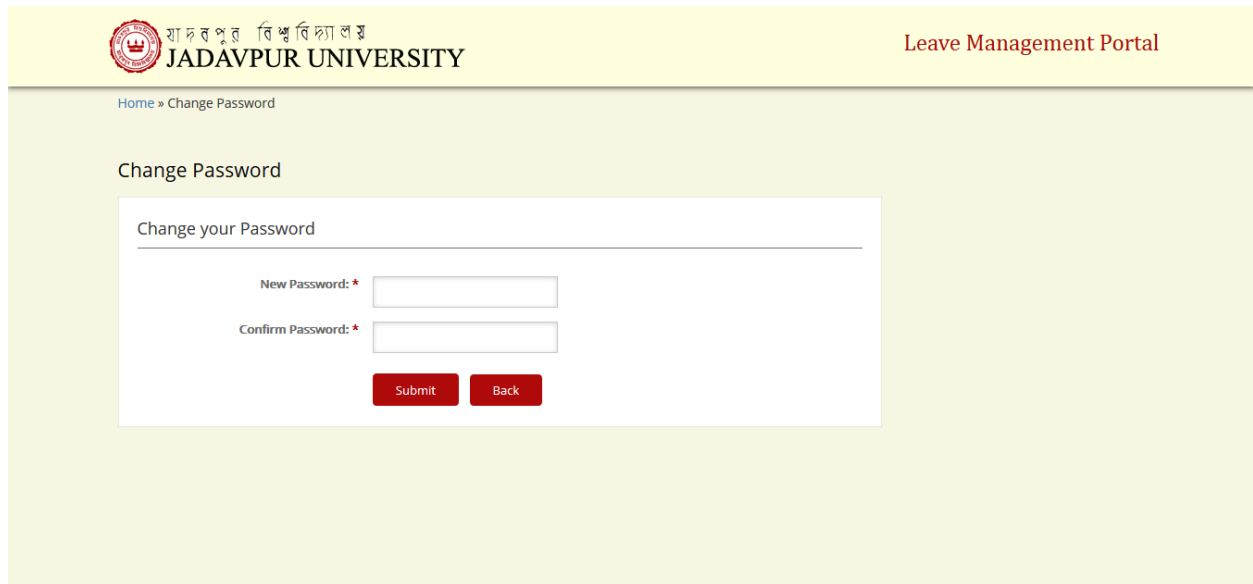
11. View Queries and Replies

The screenshot displays the 'Leave Management Portal' interface. At the top left is the JADAVPUR UNIVERSITY logo and name in Bengali and English. The top right corner features the text 'Leave Management Portal'. Below the header, a breadcrumb trail reads 'Home » View Query'. The main content area is titled 'Query - Reply Section' and contains two white-bordered boxes. The first box, titled 'Details of Leave Application', lists the following information: Name of the Applicant: Madhulisa Banik; Role: Teaching Female; Nature of leave desired: CL; From: 05/02/2017; To: 05/02/2017; Reason(s) for leave applied: test. The second box, titled 'Query 1', lists: Query: new mail; Queried By: Testing (Personnel Section); Reply: yes it is.; Replied By: Amlan Sen (Hod/Director/Dean/Officer). Below the second box is a red 'Back' button. The footer contains copyright information: 'Copyright © 2018 Leave Management Portal | All rights reserved' and 'Designed & Developed by Data-Core'.

You can take action i.e., reply any query after viewing the application from Query-Reply section.

Click on the “**Reply**” button corresponding to any query, to give a reply.

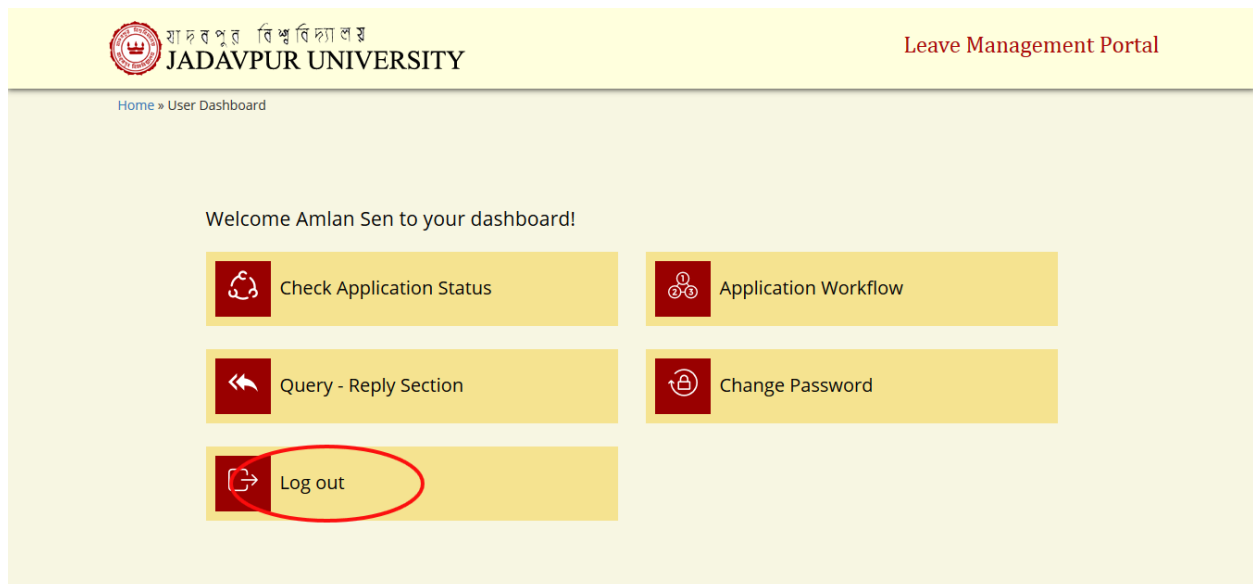
12. Change Password



The screenshot shows the 'Change Password' page of the JADAVPUR UNIVERSITY Leave Management Portal. The page header includes the university logo and name in Bengali and English, and the text 'Leave Management Portal'. Below the header, there is a breadcrumb trail 'Home » Change Password' and the title 'Change Password'. The main content area contains a form titled 'Change your Password' with two input fields: 'New Password: *' and 'Confirm Password: *'. Below the input fields are two buttons: 'Submit' and 'Back'.

Type a new password and then re-enter the new password to confirm it. Finally click on “**Submit**” button to save the change.

13. Logout



The screenshot shows the 'User Dashboard' page of the JADAVPUR UNIVERSITY Leave Management Portal. The page header includes the university logo and name in Bengali and English, and the text 'Leave Management Portal'. Below the header, there is a breadcrumb trail 'Home » User Dashboard' and a welcome message 'Welcome Amlan Sen to your dashboard!'. The dashboard contains several buttons: 'Check Application Status', 'Application Workflow', 'Query - Reply Section', 'Change Password', and 'Log out'. The 'Log out' button is circled in red.